



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BUILDING CODES PLANS REVIEWER I

Job Number: 20000799

Job Code: 32240V111016

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 04/16/1992

Job Revised: 10/16/2011

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs entry level work in the review of construction drawings, documents and projects or on site inspection of new or remodeled construction to ensure compliance with the building code and referenced standards; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have four years experience in drafting or preparing building construction documents, as a new construction building inspector or plans reviewer, in the supervision of building construction, or as an inspector in the Department of Housing, Buildings and Construction.

Substitute EDUCATION for EXPERIENCE:

A bachelor's or an associate degree in architecture, engineering, architectural technology, drafting and designing technology, fire science technology, engineering technology, building construction technology or related field will substitute for the above experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Learns to review construction drawings and related documents of new or remodeled construction for compliance with building codes. Consults with architects, engineers, owners and other officials concerning building plans. Learns to review field inspection reports. Assists in making field inspections. Learns to prepare records and reports. Assists with inspection of new or remodeled building construction projects. Learns to research code procedures and references.

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to bend, stoop, crawl and climb to perform on-site inspections.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbent will perform work in an office setting and in the field performing inspections. Travel will be required. Exposed to dangers associated with being around building construction.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.